



State Records Act 1997

Operational Records Disposal Schedule

Education Adelaide

RDS 2013/15 Version 1

Effective Date: 16 December 2014 to 30 June 2025

Approved Date: 16 December 2014

Approved by SRC



Education Adelaide

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Preamble

Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

Application of the Schedule

Education Adelaide

Approved Date: 16 December 2014

Effective Date: 16 December 2014 to 30 June 2025

Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

State Records' Contact Information

State Records of South Australia

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Chair, State Records Council

Director, State Records



Education Adelaide

Disposal of Official Records

Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

‘If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.’

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by Education Adelaide, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from Education Adelaide to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records’ policy as documented in *Appraisal of Official Records – Policy and Objectives* - available from State Records’ website (www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.



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Using the Schedule

The Schedule applies only to the records described within it.

Layout

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multi level:
- Functions have single numbers (*e.g.* 1.)
 - Activities and/or processes have two-level numbers (*e.g.* 1.1)
 - Disposal classes have three-level numbers (*e.g.* 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section. (*e.g.* **EDUCATION EXPORT MANAGEMENT**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Events (Offshore Activities)**).
- Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:
- definitions of functions are shown at the start of each section in bold (*e.g.* **The function of contributing to the development and expansion of the national education export market within South Australia, by marketing Adelaide as a centre for education excellence and highlighting the many advantages for international students who choose to live, study and work in Adelaide.**)
 - definitions of activities are located adjacent to the activity title in italics *e.g.* *The activities and processes associated with planning organising and conducting exhibitions and presentations in overseas destinations.*
 - descriptions of each disposal class are arranged in sequence under the activity definitions.
- Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.



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Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of Education Adelaide. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum ones and Education Adelaide may extend the retention period of the record if it considers there is an administrative need to do so. Where Education Adelaide wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

Custody and Transfer of the Record

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in *Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)*.

Education Adelaide needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. Education Adelaide needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State



Education Adelaide

Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

Destruction of Records

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.
- ***GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

When official records, in Education Adelaide's custody or housed in secondary storage, are due to be destroyed in accordance with the provisions of this or other disposal determinations, State Records is required to be notified via an Intention to Destroy Records Report. This form is available on the State Records' website (www.archives.sa.gov.au).

Education Adelaide must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any "pointers" in the system are destroyed. "Delete" instructions do not offer adequate security as data may be restored or recovered.

Education Adelaide should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.



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Review

State Records' disposal schedules apply for a period of ten years. Either Education Adelaide or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.

Approved by SRC



Education Adelaide

Context Statement

Context of the Agency Covered by the Schedule

Education Adelaide History and Background

Education Industry Development Council¹

In 1997 the Adelaide 21 consortium recommended strategies to the Premier and the Lord Mayor to establish Adelaide as an internationally recognised education city. Such recognition would be achieved through a number of coordinated activities including strategic planning across all education sectors, forging greater collaboration between education providers and industry, and the development of centres of excellence in such areas as wine, tourism and hospitality industries and the health services industry. It was argued that increasing the exposure of Adelaide as an education city would increase the numbers of overseas students coming to South Australia.

To begin this process, Adelaide 21 recommended that a group be formed to advise the government on the state's education industry². As a result the Education Industry Development Council (EIDC) was formed³ in 1998 to support the international marketing activities of South Australia's education providers by promoting and marketing the export potential of the State's education industry. Initially, all education providers were represented on the EIDC.

In late 1998 the EIDC was disbanded and its role taken over by Education Adelaide^{4 5}.

This RDS covers the extant records of EIDC.

The Establishment of Education Adelaide

Regulations⁶ under the *Public Corporations Act 1993* establishing Education Adelaide as a subsidiary of the (then) Minister for Education, Children's Services and Training were gazetted on 13 November 1998.

¹ *The Report of the Mid Term Review of Education Adelaide*, 2001, p10

² Adelaide 21 Project Issues Paper: *Education, Training and research Industries – Their Role in Contributing to a Vision and Strategy for the City of Adelaide into the 21st Century*

³ Copy of faxed memo held by Education Adelaide, dated 10 July 1998, re EIDC **Draft** Regulations sent to Interim Board EIDC, from interim CEO EIDC, reference DIT 380/001/033 CS

⁴ Education Adelaide: The Facts, *Education Adelaide Fact Sheet 4*, 2012, p1

⁵ *The Report of the Mid Term Review of Education Adelaide*, 2001, p10

⁶ *Public Corporations (Education Adelaide) Regulations No 198 of 1998*, gazetted 13 November 1998, p1413



Education Adelaide

Unlike its predecessor, the EIDC, the Board of Education Adelaide only has representation from those providers and agencies prepared to contribute funding over three years⁷. The change in role and function (summarised) between EIDC and Education Adelaide are set out below in tabular format:

s13 (1)	[Draft] Function of EIDC ⁸	Functions of Education Adelaide ⁹	Observation
(a)	prepare a detailed strategy for increasing South Australia's share of Australia's international export market	to raise the profile of Adelaide in the international education market place	Focus moves to identify Adelaide (rather than SA) in the market place
(b)	prepare generic international marketing materials for use in overseas promotions	to provide a single focus for a coordinated approach to the State's education export industry	Focus moves to coordination, not the preparation of generic materials
(c)	undertake generic overseas promotion of South Australian education and training opportunities	to support the development of Adelaide as a centre for education	Focus moves to identifying Adelaide as a 'centre for education excellence, not the preparation of generic promotion overseas
(d)	undertake research on matters relevant to increasing South Australian education export; and	to undertake other tasks that are likely to increase South Australian education exports	Focus moves to a broad range of activities tasks) not just research
(e)	to carry out other functions conferred on the subsidiary by the Minister.	to carry out other functions conferred on the subsidiary by the Minister.	No change

Funding

Funding for Education Adelaide is provided by the State Government through the Department of State Development and the Department for Education and Child Development.

⁷ *The Report of the Mid Term Review of Education Adelaide*, 2001, p11

⁸ Copy of faxed memo held by Education Adelaide, dated 10 July 1998, re EIDC **Draft** Regulations sent to Interim Board EIDC, from interim CEO EIDC, reference DIT 380/001/033 CS

⁹ Education Adelaide Regulations *op. cit.*



Education Adelaide

The Adelaide City Council, the University of Adelaide, Flinders University, the University of South Australia and TAFE SA also provide principal funding.

Additional funding is sourced from Education Adelaide's membership program, which provides participating institutions (including Carnegie Mellon University from the United States and University College London from the United Kingdom) with key market intelligence and access to marketing opportunities and community support programs for their students.

International Education^{10 11}

At this point in time international education generates more than 8200 local jobs and is the State's largest service sector export and one of the largest overall exports, behind wine, wheat and iron ore and the number one service export ahead of tourism.¹²

Adelaide continues to attract record numbers of international students, with up to 31,000 choosing Adelaide as their study destination since 2011.

International students pay full fees for all courses and are not subsidised by government. This is mandated in Federal legislation under the *Education Services for Overseas Student (ESOS) Act 2000*, which is administered by Australian Education International (AEI). AEI is the international arm of the (Federal) Department of Education (DoE). DoE works with the education sector, other government agencies and ministries to ensure Australia is recognised as a regional and world leader in education and a partner of choice for international collaboration. The Department of State Development (DSD) provides leadership and coordination across government, delivering programs and policies, to support mobility and the global exchange of knowledge.

The Australian Bureau of Statistics (ABS) states that the international education industry provided \$925 million to the South Australian economy in 2010-11.

¹⁰ Education Adelaide Annual Reports 2009-10; 2011-12, 2012-13

¹¹ StudyAdelaide website, <http://studyadelaide.com/about> viewed and downloaded 9 May 2014 and discussions with Education Adelaide staff

¹² Revised information provided by Education Adelaide December 2014.



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Education Adelaide Role and Function

Strategic Direction and Mission¹³

Education Adelaide exists to develop and expand South Australia's share of the national education export market by promoting Adelaide as a differentiated and preferred Australian learning city in offshore markets, which will in turn deliver benefits to South Australia's education providers, the local economy, the City of Adelaide and other councils with significant numbers of students. The term 'Study Adelaide' is used by Education Adelaide as its brand name.

The mission of Education Adelaide has been to double the State's share of the national education market by 2014 (Target 1.16 of the *South Australia Strategic Plan*).

Relationship with the Minister

Since its establishment Education Adelaide has had the following Ministers responsible:

- 1998 – 2002 Malcolm Buckby
- 2002 – 2002 Mike Rann (5&6 March only)
- 2002 – 2004 Jane Lomax-Smith
- 2004 – 2006 Steph Key
- 2006 – 2009 Paul Caica
- 2009 – 2010 Michael O'Brien
- 2010 – 2011 Jack Snelling
- 2011 – 2013 Tom Kenyon
- 2013 – 2014 Grace Portolesi
- 2014 – ct Gail Gago.

Education Adelaide is managed by a board that reports to the Minister. Board members are appointed by the Minister for Employment, Higher Education and Skills.

Education Adelaide must obtain the approval of the Minister before it makes a material change to its policy direction or budget.

As a subsidiary¹⁴ the role and function of Education Adelaide is limited to the following:

¹³ Education Adelaide Annual Report 2012-13, p14

¹⁴ *Public Corporations (Education Adelaide) Regulations 2011* (under the *Public Corporations Act 1993*), s13



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- to raise the profile of Adelaide in the international education market place
- to provide a single focus for a coordinated approach to the State's education export industry
- to support the development of Adelaide as a centre for education
- to undertake other tasks that are likely to increase South Australian education exports
- to carry out other functions conferred on the subsidiary by the Minister.

Goals and Activities

Education Adelaide has the following goals and activities:

- develop and expand South Australia's share of the national education export market
- promote Adelaide as a centre of education excellence and highlight the many advantages for international students who choose to live, study and work in Adelaide
- foster and strengthen its ties with stakeholders, which include key South Australian Government agencies and education providers
- provide through working parties, advice to members and stakeholders on matters relating to international students
- operate a membership program that as at 30 June 2014 provides the more than 42 participating institutions (including Carnegie Mellon University from the United States and University College London from the United Kingdom) with key market intelligence and access to a diverse range of innovative, dynamic marketing opportunities and community support programs for students.

Education Adelaide maintains the *StudyAdelaide.com* website, which provides information for international students about studying, living and working in Adelaide, and links to the websites of learning institutions. Education Adelaide also runs a student and community engagement program that provides welcome packs to new international students and organises social events, competitions and information sessions. As part of its destination marketing focus, Education Adelaide also conducts media familiarisation visits for foreign correspondents and journalists.

Education Adelaide Structure Description

As at June 2014 Education Adelaide comprises a Board and a small administrative support structure headed by the Chief Executive.



Education Adelaide

The composition of the Board and the organisation structure of Education Adelaide as at December 2014 are set out in Annexure A.

Predecessor Agencies

- Education Industry Development Council, 1998-1998

Successor Agencies

There are no successor agencies.

Legislation

- Education Adelaide was established 13 November 1998 as a subsidiary of the Minister pursuant to the *Public Corporations (Education Adelaide) Regulations 1998*¹⁵ under the *Public Corporations Act 1993*.

Notes:

- The Regulations were re-issued¹⁶ (200 of 2011) in 2011 with no change to Education Adelaide's functions
- The *Education Services for Overseas Student (ESOS) Act 2000 (Commonwealth legislation)* does not have direct impact or bearing on Education Adelaide.

Context of the Records Covered by the Schedule

Coverage of RDS 2013/15

This schedule covers the closed and ongoing operational records of Education Adelaide and its predecessor, the Education Industry Development Council.

Related Series Affected by RDS 2013/15

There are no related series affected by this RDS.

Complementary Schedules to RDS 2013/15

There are no complementary Disposal Schedules to use with this RDS.

Existing Disposal Schedules Superseded by RDS 2013/15

There are no existing Disposal Schedules superseded by this RDS.

¹⁵ *Government Gazette* 13/11/1998, p1413

¹⁶ *Government Gazette* 18/08/2011, p3571



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Records Structure within Education Adelaide

No formal line-of-business or electronic document and records management exist within Education Adelaide. There are no formal systems of arrangement (ie individual file/document numbering, control registers, file plans, controlled vocabulary, etc) relating to the records of Education Adelaide.

Records are kept in folders arranged in chronological order within subject, as required. For example, Board minutes are kept in chronological order of meeting dates. This also applies to the electronic records maintained on local servers.

It is noted that Education Adelaide has commenced preliminary work on the establishment of appropriate recordkeeping and content management systems for its operations, so as to comply with State Records requirements.

Broad Description and Purpose of the Records

The records of Education Adelaide document the marketing of Adelaide as a study destination, together with associated metrics, and it's Governance.

The schedule focuses on the records relating to marketing overseas, local events, and associated publications.

In particular Education Adelaide downloads¹⁷ statistical data relating to student numbers and associated courses of study. This data is used to measure and strategically analyse Education Adelaide's relative impact and positioning in the education export market, eg student numbers and source countries, courses of study, etc.

Functions and Activities Documented by the Records

The records document the following functions and supporting activities of Education Adelaide:

- **EDUCATION EXPORT MANAGEMENT** - Brand Management, Business Development, Cooperative Marketing, Events (Delegations), Events (Local), Events (Overseas Missions), Market Intelligence, Marketing, Media Management, Public Relations, Publication and Collateral, Student Engagement, Study Enquiries.
- **GOVERNANCE** - Advice, Agreements, Committee Management, Liaison (EA), Meetings, Membership (Board), Membership Management, Policy and Procedures, Reporting

¹⁷ From various sources including Australian Bureau of Statistics, international and local sources, etc.



Education Adelaide

Arrangement of the Records

As described under the headings “Records Structure within the Education Adelaide” and “Broad Description and Purpose of the Records” above.

Agency Creating the Records

Education Adelaide that administers the records covered by this RDS also created them.

Agency Owning or Controlling the Records

Education Adelaide that administers the records covered by this RDS also controls or owns them.

Date Range of the Records

Records Date Range: 1998 to Ongoing.

Volume of the Records

The volume of physical records relating to this RDS only is estimated as follows:

- stored onsite at Education Adelaide: approximately 150 linear metres, comprising 30 linear metres of active records, the remainder being inactive. Annual growth is estimated at less than 10%)
- stored offsite: Nil
- stored at State Records: Nil.

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.

Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records nominated for permanent retention in this RDS document substantive processes and outcomes of business functions and activities undertaken by Education Adelaide. These



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records meet the criteria for ongoing value as set out in the *Appraisal of Official Records: Policy and Objectives Guideline*, in particular Objectives 1, 2 & 4.

Thus these records (RDS items 1.1.1, 1.3.1, 1.4.1, 1.6.1, 1.7.1, 1.8.1, 1.9.1, 1.10.1, 1.11.1, 1.12.1, 2.1.1, 2.2.1, 2.3.1, 2.3.2, 2.6.1, 2.6.2, 2.8.1, and 2.9.1 are of enduring value and are to be retained permanently.

Temporary Records Rationale

Records nominated for temporary status in this schedule document routine processes and/or transactions that support the activities of Education Adelaide. Retention periods have been determined by the legal, administrative/ operational, evidential and financial accountability requirements.

Temporary records are those that are considered not to have continuing value to Education Adelaide or the State. They include RDS items 1.1.2, 1.2.1, 1.2.2, 1.3.2, 1.4.2, 1.4.3, 1.5.1, 1.5.2, 1.5.3, 1.6.2, 1.6.3, 1.8.2, 1.9.2, 1.10.2, 1.10.3, 1.11.2, 1.11.3, 1.12.2, 1.12.2, 1.12.3, 1.12.4, 1.12.5, 1.12.6, 1.13.1, 1.13.2, 2.1.2, 2.2.2, 2.2.3, 2.2.4, 2.3.3, 2.3.4, 2.4.1, 2.4.2, 2.5.1, 2.6.3, 2.7.1, 2.7.2, 2.8.2, and 2.9.2.

Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.

Disposal Recommendation Effect on Related Records

There are no related records affected by the disposal recommendations in this RDS.

Alternative Record Formats

The records of Education Adelaide are paper based with no formal control. Audio-visual records also exist in CD/DVD formats. There are hybrid records with electronic versions of documents held locally and on share drives.

Where permanent records are in digital format Education Adelaide undertakes to maintain and migrate as necessary to ensure ongoing accessibility for evidential and/or historical purposes.

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.

Indigenous Considerations

The determinations within *RDS 2013/15* are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.



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The principles outlined in **GDS 16**, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2013/15 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.

Approved by SRC



Education Adelaide

Scope Note

Records Covered by this Schedule

This RDS 2013/15 applies to the ongoing and closed operational records, in all formats of Education Adelaide and its processor, the Education Industry Development Council.

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with *GDS 15*, as amended, or its successor. Cross-references to the *GDS 15* are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline *Identifying documents which may be relevant to Native Title* attached to *GDS 16*. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to *Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*, please refer to *GDS 27*. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2020.

To identify records that may be potentially relevant to the *Royal Commission into Institutional Responses to Child Sexual Abuse*, please refer to *GDS 32*. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

Other RDS superseded by RDS 2013/15

This RDS does not supersede any existing schedules.

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

In this instance, the re-sentencing of records is not required.

Records excluded from RDS 2013/15

There are no records excluded from cover by this RDS.



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There is no crossover between records relating to Reception to Year 12 international students and tertiary international students. Records relating to Reception to Year 12 international students are covered by the provisions of RDS 2014/01 Version 1 for the Department of Education and Child Development - State Office (and predecessor agencies).

Application to records in all formats

RDS 2013/15 applies to records in all formats, including databases and other electronic records. Education Adelaide is required to ensure that records remain accessible for the duration of designated retention periods.

Interpretation of the Schedule

Minimum retention periods

Retention periods for temporary records shown in *RDS 2013/15* are minimum retention periods for which records need to be retained. It is at the discretion of Education Adelaide as to whether records are kept for longer than the minimum period.

Acronyms

- AEI Australian Education International
- DECD Department for Education and Child Development
- DEEWR Department of Education, Employment and Workplace Relations
- DFEEST Department Further, Education, Employment, Science & Technology
- DoE Department of Education
- DSD Department of State Development
- EA English Australia (or Education Adelaide)
- EIDC Education Industry Development Council
- ELICOS English Language Intensive Course Overseas Students
- ESOS (legislation)
 - *Education Services for Overseas Students Act 2000*
 - *Education Services for Overseas Students Regulations 2001*
- RTO Registered Training Organisation
- VET Vocational Education and Training



Education Adelaide

Definitions of terms specific to RDS 2013/15

Crisis	An incident involving an international student which can adversely affect Adelaide's reputation, eg injury, assault, accommodation issues, etc.
Collateral	Within the context of this RDS collateral has two meanings as follows: <ul style="list-style-type: none">• for 1.11 'written or promotional material used for the purposes of marketing'• for 1.6.1 'additional but subordinate; accompanying; secondary' events.
Education Agent	An agent based overseas or locally providing information and support to prospective students wishing to come to Adelaide to study, or to transfer between organisations once onshore.
Member / Membership	Financial Members of Education Adelaide, eg universities, DECD, etc.
Offshore Activities	Relates to events (including overseas missions) conducted in other countries.
Onshore Activities	Relates to events conducted within South Australia.
Overseas Student 18	A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act. Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parent or legal guardian.
Stakeholder	Any entity/body/institution that has an interest, commercial or otherwise, in what Education Adelaide does, ie state government agencies.
StudyAdelaide	Marketing / brand name representing Education Adelaide.
Third Parties	Includes entities such as Business SA, Brand SA, commercial groups, etc.

¹⁸ Source (viewed and downloaded 30/05/2014): <https://aei.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/national-code/pages/definitionsandacronyms.aspx>



Education Adelaide

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where Education Adelaide is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does **NOT** apply to pre-1901 records.



Education Adelaide

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Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 EDUCATION EXPORT MANAGEMENT			
1	EDUCATION EXPORT MANAGEMENT	The function of contributing to the development and expansion of the national education export market within South Australia, by marketing Adelaide as a centre for education excellence and highlighting the many advantages for international students who choose to live, study and work in Adelaide.	
1.1	Brand Management	<i>The activities and processes relating to establishing and maintaining the brand 'StudyAdelaide' and associated marketing strategies.</i>	
1.1.1	Brand Management	Records documenting the establishment and maintenance of the 'StudyAdelaide' brand. Includes logos, images, intellectual property, etc.	PERMANENT
1.1.2	Brand Management	Facilitative records relating to brand management.	TEMPORARY Destroy 5 years after action completed
1.2	Business Development	<i>The activities and processes associated with Education Adelaide sourcing additional revenue streams and opportunities.</i>	
1.2.1	Business Development	Records documenting the securing or providing of sponsorship. Sponsorship may be 'in kind'.	TEMPORARY Destroy 10 years after action completed
1.2.2	Business Development	Records documenting membership and participation promotion.	TEMPORARY Destroy 10 years after action completed
1.3	Cooperative Marketing	<i>The activities involved in managing cooperative marketing between Education Adelaide and other organisations, or with the government, where there is a contract, joint contribution of funds and/or other resources.</i>	



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 EDUCATION EXPORT MANAGEMENT			
1.3.1	Cooperative Marketing	Records relating to participation in cooperative marketing activities with educational institutions that are of major significance to Education Adelaide or the State. Includes joint ventures requiring a major investment by Education Adelaide ie joint ventures with government agencies, including state, local and Commonwealth, eg mission to China with UniSA, etc.	PERMANENT
1.3.2	Cooperative Marketing	Records relating to participation in other cooperative marketing activities, or marketing activities not proceeded with, eg mission to India.	TEMPORARY Destroy 10 years after action completed
1.4	Events (Delegations)	<i>The activities involved in arranging visits by delegations representing international organisations and governments, to the agency with a view to inform, educate or promote the services, operation and role of Education Adelaide as an education destination. Includes arranging visits by staff to other organisations. Includes hosting journalists, international education agents, and advisors of overseas dignitaries.</i>	
1.4.1	Events (Delegations)	Records documenting the hosting of high level overseas (including diplomatic) and stakeholder delegations, eg visits by ambassadors, education round tables, etc.	PERMANENT
1.4.2	Events (Delegations)	Records documenting other delegations. Includes familiarisation activities carried out with education agents and media from overseas.	TEMPORARY Destroy 10 years after action completed
1.4.3	Events (Delegations)	Records documenting the hosting of other delegations.	TEMPORARY Destroy 10 years after action completed
1.5	Events (Local)	<i>The activities and processes associated with planning, organising and conducting events within South Australia.</i>	



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 EDUCATION EXPORT MANAGEMENT			
1.5.1	Events (Local)	Records documenting domestic events and presentations within South Australia, including Tertiary Expo.	TEMPORARY Destroy 20 years after action completed
1.5.2	Events (Local)	Records documenting information, including presentations, distributed to third parties (ie Business SA, Brand SA, Student Groups, etc).	TEMPORARY Destroy 10 years after action completed
1.5.3	Events (Local)	Facilitative records relating to local events.	TEMPORARY Destroy 5 years after action completed
1.6	Events (Offshore Activities)	<i>The activities and processes associated with planning organising and conducting exhibitions and presentations in overseas destinations.</i>	
1.6.1	Events (Offshore Activities)	Records documenting events and exhibitions as part of visits to overseas destinations. Includes collateral, presentations, education agent training, functions (ie dinners, receptions, seminars), etc.	PERMANENT
1.6.2	Events (Offshore Activities)	Facilitative records documenting visits to overseas countries. See 2.3 Committee Management for post travel and briefing reports submitted to the Board.	TEMPORARY Destroy 10 years after action completed
1.6.3	Events (Offshore Activities)	Records documenting overseas media activities.	TEMPORARY Destroy 10 years after action completed



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 EDUCATION EXPORT MANAGEMENT			
1.7	Market Intelligence	<i>The activities and processes associated with providing market intelligence relating to international education market to Education Adelaide and its stakeholders. Includes intelligence, survey, statistical analyses and assessment, modelling and forecasting relating to international and domestic competitors, student demographics, forecasts, and projections.</i>	
1.7.1	Market Intelligence	Records documenting international education market metrics, ie surveys, modelling, forecasting, competitor analysis, etc.	PERMANENT
1.8	Marketing	<i>The activities and processes associated with formulating ways in which StudyAdelaide objectives can be achieved. Includes determination of services, needs and solutions relating to marketing, promotion and associated planning arrangements. Also includes development of strategies relating to Digital and Social Media.</i>	
1.8.1	Marketing	Master copy of approved marketing plans.	PERMANENT
1.8.2	Marketing	Facilitative records relating to development of marketing plans.	TEMPORARY Destroy 5 years after action completed
1.9	Media Management	<i>The activities and process associated with managing issues affecting Education Adelaide's relationship with the public, international students and stakeholders via pro-active intervention using various media platforms including the social media space, within Australia.</i> <i>See also 2.13 Study Enquiries.</i>	



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 EDUCATION EXPORT MANAGEMENT			
1.9.1	Media Management	Final versions of media releases prepared and released on behalf of Education Adelaide, the Chief Executive, the Chair, and the Minister.	PERMANENT
1.9.2	Media Management	Records documenting liaison with media organisations both within Australia and overseas.	TEMPORARY Destroy 10 years after action completed
1.10	Public Relations	<i>The activities and processes associated with Education Adelaide engaging with stakeholders and international students. Includes addressing crisis management relating to international students. Also includes prevention, managing incidents, and accommodation, issues, etc.</i>	
1.10.1	Public Relations	Master copy of approved communications plans and strategies.	PERMANENT
1.10.2	Public Relations	Records documenting the management and resolution of individual crises and incidents. Also includes matters relating to accommodation, employment, and general health matters.	TEMPORARY Destroy 20 years after action completed
1.10.3	Public Relations	Facilitative records relating to public relations	TEMPORARY Destroy 5 years after action completed
1.11	Publication and Collateral	<i>The activities and processes associated with the preparation of published material and promotional collateral (ie pens, koalas, magnets, etc). See also GDS 15 (as amended).</i>	



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 EDUCATION EXPORT MANAGEMENT			
1.11.1	Publication and Collateral	Master versions of publication materials, eg reports commissioned and International Education Strategy.	PERMANENT Where in digital format actively manage and migrate to ensure ongoing accessibility for evidentiary and/or historical purposes
1.11.2	Publication and Collateral	Records documenting the preparation of collateral including design, production, supply, and distribution, etc.	TEMPORARY Destroy 5 years after cessation of promotion
1.11.3	Publication and Collateral	Collateral promotional materials, ie pens, koalas, magnets, etc.	TEMPORARY Dispose when superseded
1.12	Student Engagement	<i>The activities and processes associated with engaging international on-shore students for the purpose of enriching their experience of Adelaide and South Australia as a study destination. Includes welcome and farewell functions conducted by the Lord Mayor and the Governor (respectively) and the granting of awards and prizes to students, eg International Student Awards. Also includes Student Ambassadors initiative.</i> <i>See also GDS 15 (as amended) INFORMATION MANAGEMENT – Control for data base records of stakeholders, member institutions and students</i>	
1.12.1	Student Engagement	Summary records documenting the awards and student ambassador processes, including criteria, nominations, shortlisting and selection, etc.	PERMANENT
1.12.2	Student Engagement	Records documenting the recruitment, selection and training of international student ambassadors. Includes assignment of tasks and to events. See also GDS 15 (as amended).	TEMPORARY Destroy 20 years after action completed



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 EDUCATION EXPORT MANAGEMENT			
1.12.3	Student Engagement	Records documenting recognition for awards. Includes call for nominations, selection and appointment of judges, shortlisting of nominees, presentation of certificates and 'gifts', etc.	TEMPORARY Destroy 10 years after action completed
1.12.4	Student Engagement	Records documenting the Lord Mayor's Welcome and the Governor's Farewell. Includes speeches, briefings, presentations, prizes, etc. See EDUCATION EXPORT MANAGEMENT – Media Management for media releases.	TEMPORARY Destroy 10 years after action completed
1.12.5	Student Engagement	Records documenting other student engagement arrangements including social activities and tours, sponsorship of student organisations and events, etc.	TEMPORARY Destroy 10 years after action completed
1.12.6	Student Engagement	Records relating to student contact information.	TEMPORARY Destroy 10 years after action completed
1.13	Study Enquiries & Referrals	<i>The activities associated with the handling of requests for information about studying in South Australia. Includes referrals to education institutions.</i>	
1.13.1	Study Enquiries	Records documenting enquiries relating to studying within South Australia referred to educational institution(s).	TEMPORARY Destroy 8 years after action completed
1.13.2	Study Enquiries	Records documenting referrals.	TEMPORARY Destroy 2 years after action completed



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE			
2	GOVERNANCE	The function of establishing and managing the administration (including the information assets) of the Education Adelaide Board and where applicable, its associated committees, sub-committees, working parties, and advisory bodies. Includes establishing and managing the administration and management of the Education Adelaide entity and the nomination, appointment and separation of board members, etc.	
2.1	Advice	<i>The activities associated with offering opinions by or to the organisation as to an action or judgment. Includes process of advising. (KAAA)</i>	
2.1.1	Advice	Records documenting significant advice received or provided by the Board to or from the Minister or the Government in accordance with the Education Adelaide Charter, Terms of Reference, Regulations or new directions from the Minister.	PERMANENT
2.1.2	Advice	Records documenting other advice not related to 2.1.1 above.	TEMPORARY Destroy 10 years after action completed
2.2	Agreements	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>	
2.2.1	Agreements	Records relating to agreements concerning substantive aspects of Board policies, procedures, functions, obligations and liabilities. Includes actual agreements, eg Memoranda of Understanding, agreements with members/stakeholders, relating to overseas missions, etc.	PERMANENT



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE			
2.2.2	Agreements	Records relating to other agreements, under seal , concerning policies, procedures, functions, obligations and liabilities. Includes agreements with other organisations/ agencies/ entities that provide administrative services such as payroll, finance management, information management, etc.	TEMPORARY Destroy 20 years after action completed
2.2.3	Agreements	Records relating to other agreements, not under seal , concerning policies, procedures, functions, obligations and liabilities. Includes agreements with other organisations/ agencies/ entities that provide administrative services such as payroll, finance management, information management, etc.	TEMPORARY Destroy 10 years after action completed
2.2.4	Agreements	Supplementary records relating to the development of agreements.	TEMPORARY Destroy 5 years after action completed
2.3	Committee Management	<i>The activities associated with the management of the Board and its committees or sub-committees and working parties. Includes agendas, minutes, briefing papers, recommendations and resolutions, related correspondence arising from business discussed or resolutions passed at meetings. See Also: 2.6 GOVERNANCE – Membership (Board). Use GDS 15 (as amended) for externally established committees.</i>	
2.3.1	Committee Management	Master copy of agenda, minutes and supporting documents tabled at meetings of the Board. Supporting documents may include minutes of sub-committees.	PERMANENT
2.3.2	Committee Management	Records of committees, sub-committees or working parties established to support governing or advisory body activities where not submitted to the Board .	PERMANENT



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE			
2.3.3	Committee Management	Records of committees, sub-committees or working parties established to support governing or advisory body activities where submitted to the Board eg Audit and Risk Management Committee, Accommodation Working Party, etc.	TEMPORARY Destroy 10 years after action completed
2.3.4	Committee Management	Facilitative records and meeting arrangements.	TEMPORARY Destroy 5 years after action completed
2.4	Liaison (EA)	<i>The activities associated with maintaining regular general contact between Education Adelaide and educational institutions, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations.</i> <i>See also GDS 15 (as amended).</i>	
2.4.1	Liaison (EA)	Records documenting liaison with educational institutions, community groups, educational and professional associations, relating to Education Adelaide functions. Includes contact with other organisations. Examples include The University of Adelaide, Carnegie Mellon University, Malaysia Club of South Australia, Chinese Business Network of South Australia, etc.	TEMPORARY Destroy 20 years after action completed
2.4.2	Liaison (EA)	Government contact information held for reference purposes.	TEMPORARY Destroy 1 year after action completed
2.5	Meetings	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department or agency as a whole. Includes arrangements, agenda, taking of minutes, etc.</i> <i>See also GDS 15 (as amended).</i>	



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE			
2.5.1	Meetings	Records relating to non-committee based meetings, which focus on the core functions of Education Adelaide and highlight changes to structure and operations; or issues affecting staff relationships; or issues affecting Education Adelaide's relationship to the public and/or its clients/stakeholders.	TEMPORARY Destroy 20 years after action completed
2.6	Membership (Board)	<i>The activities associated with managing the establishment, composition and dis-establishment of Education Adelaide by the Minister. Includes nominations, elections, appointments and reappointment of members, as well as separation processes resulting from retirements, dismissals, resignations, deaths and dispensation of services.</i> <i>Note: Membership may comprise individual persons or corporate entities.</i> <i>See also 1.3 Committee Management.</i>	
2.6.1	Membership Board	Records relating to the establishment or dis-establishment of Education Adelaide and its committees or sub-committees. Includes terms of reference, members' handbook, operating procedures, approvals, letters of appointment and reappointment, related correspondence, etc.	PERMANENT
2.6.2	Membership Board	Records relating to the separation of members of Education Adelaide and its committees or sub-committees. Includes retirements, resignations, dismissals, death, dispensation of services, etc.	PERMANENT
2.6.3	Membership Board	Supplementary records relating to Membership (Board).	TEMPORARY Destroy 5 years after action completed



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE			
2.7	Membership Management	<i>The activities and processes associated with establishing and maintaining contact with stakeholder entities. Includes, educational institutions, state, commonwealth and local government agencies, multi-cultural community organisations. See also 1.9 Reporting. See GDS 15 (as amended) INFORMATION MANAGEMENT – Control for data base records of stakeholders and member institutions.</i>	
2.7.1	Membership Management	Records documenting stakeholder membership with Education Adelaide. Includes arranging and retaining membership, funding, etc. Stakeholders include The University of Adelaide, UniSA, private education providers.	TEMPORARY Destroy 20 years after cessation of membership
2.7.2	Membership Management	Records documenting stakeholder consultations that detail issues and outcomes. Includes discussion and issue papers developed as a basis for stakeholder consultations, final reports and recommendations, submissions received, notes/summaries from consultative meetings, etc.	TEMPORARY Destroy 10 years after action completed
2.8	Policy and Procedures	<i>Standard methods of operating determined by Education Adelaide according to formulated policy and operational requirements and the requirements of legislation.</i>	
2.8.1	Policy and Procedures	Final, approved master versions of records documenting operational policy and procedures relating to Education Adelaide and its activities.	PERMANENT
2.8.2	Policy and Procedures	Supplementary records relating to policies and procedures.	TEMPORARY Destroy 5 years after action completed



Education Adelaide

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE			
2.9	Reporting	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, correspondence, proposals, reports, reviews and returns. (KAAA)</i> <i>See GDS 15 (as amended): 14 PUBLICATION for published reports, including postings to the Internet.</i>	
2.9.1	Reporting	Final versions of reports transmitted to the Minister, the Government or other external agencies/organisations and stakeholders (including the general public).	PERMANENT
2.9.2	Reporting	Records documenting reporting of a routine nature or of cursory value that result in a standard or generic response (capable of being reproduced easily), eg Student attendance/participation statistics by institution, etc.	TEMPORARY Destroy 5 years after action completed
2.9.3	Reporting	Supplementary records relating to reporting.	TEMPORARY Destroy 5 years after action completed



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